



## Alaska State Historical Records Advisory Board (ASHRAB) Membership

Dean Dawson, Coordinator  
Richard Valenti, Fairbanks  
Zachary Jones, Juneau  
Toby Allen, Anchorage  
Anjuli Grantham, Kodiak

Judith Bittner/Jo Antonson, Anchorage  
Bruce Parham, Anchorage  
Susan Means, Anchorage  
Larry Hibpshman, Kenai

## Alaska State Historical Records Advisory Board Meeting Minutes

Meeting Date:	Jan. 19, 2016
Meeting Location:	Teleconference
Minutes Recorded by:	Zachary Jones
Roll Call:	<p>Present at the Meeting:</p> <p>Dean Dawson, Coordinator, Juneau Zachary Jones, Juneau Judy Bittner, Anchorage Jo Antonson, Anchorage Bruce Parham, Anchorage Toby Allen, Anchorage Susan Means, Anchorage Anjuli Grantham, Kodiak Larry Hibpshman, Kenai Richard Valenti, Fairbanks</p> <p>Guests Present:</p> <p>Amy Chan, Nome</p>

### I. Greeting & Roll Call.

The meeting was called to order by D. Dawson at 3:00 p.m. Roll call was conducted, a quorum was present.

### II. Acceptance of Past Minutes.

D. Dawson presented the minutes of the past meeting for approval by the board. J. Bittner moved to approve the minutes. A. Grantham seconded.

### **III. Board Business.**

#### **A. Review of Journeyman Archivist position applications.**

D. Dawson opened discussion by providing an overview of the Journeyman Archivist Processing Program, that the Carrie M. McLain Memorial Museum would receive the services of the Journeyman Archivist, and articulating that the board needed to discuss and select a Journeyman Archivist applicant from the sixteen applications received. (The board had previously been given copies of the applications to review.) Dawson stated that ideally the board should select the top three candidates.

The selection process began with Dawson listing the names of six applicants that were ineligible for consideration due to their applications not meeting the job position's criteria for experience and education. Dawson asked if the board disagreed about the ineligibility of these six applications, no objections were offered. Dawson then asked the board if it should rule out applicants that were overqualified, as an objective of this project was to certainly provide quality services to the museum in Nome, but also invest in an applicant that had recently graduated from school in order to further their career. The board agreed, three applications were presented and ruled out with consensus of the board.

This left seven applications for the board to discuss. Dawson asked board members to offer the names of their top three applicants, which were given by board members and tallied by Dawson. It was found that one application contained some concerning claims, such as the claim of working a position that didn't exist and consecutively working multiple jobs in multiple locations/states in the period of six months. Four applications were removed from consideration after an engaged discussion of the board.

The board then asked Amy Chan of the Carrie M. McLain Memorial Museum how she felt about the top and remaining applicants. Chan felt the board had selected great applicants that the selected were her top candidates also. Chan expressed her confidence in the board to choose the top applicant. The board then engaged in extended discussion about the top three applicants, all of whom were well regarded by the board. The board then ranked the three, with the idea of offering the position to the top applicant, with the remaining two as backups if the position was not accepted by the top applicant.

#### **B. Closing Items of Business.**

Dawson articulated that he would offer the position of Journeyman Archivist to the top applicant. If the individual accepts, Dawson would move forward with formalizing aspects of the Journeyman Archivist Program in cooperation with the Carrie M. McLain Memorial Museum.

Dawson then provided an update about the status of the board's NHPRC grant. Dawson has requested a grant extension to allow funds to be used over the summer and fall. Dawson then offered the idea for consideration by the board that the board's next grant proposal be one that would request funds to support two additional Journeyman Archivists for the next grant cycle. The board's initial NHPRC grant had requested a total

of three Journeyman Archivists, but limited NHPRC funding had necessitated a reduction in award funding, allowing for only one during this grant cycle. This was briefly discussed.

A. Grantham then offered the idea that the board consider a grant proposal that would offer public trainings on management and preservation of digital records. This was briefly discussed.

With no further business, a motion to adjourn the meeting was made and then seconded. The meeting adjourned at 4:05 pm.